



**EMPLOYER EVALUATION FORM** (to be scanned and emailed at: [cscro@rit.edu](mailto:cscro@rit.edu))

COMPANY NAME: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

LOCATION: \_\_\_\_\_ DEPARTMENT STUDENT WAS ASSIGNED TO: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

WORK DATES: from \_\_\_\_\_ to \_\_\_\_\_ HOURS WORKED per WEEK: \_\_\_\_\_

WAGE per HOUR (kn/hour): \_\_\_\_\_ / or WAGE per MONTH (kn/ month): \_\_\_\_\_

BRIEF DESCRIPTION OF STUDENT RESPONSIBILITIES: \_\_\_\_\_

Below are the 18 co-op grading categories. For each category, mark (color) the rating level that most closely represents the student's performance:  
5= excellent and 1=poor.

**QUALITY OF WORK**  
Demonstrates accuracy and thoroughness in work.

5                      4                      3                      2                      1                      N/A

Comments: \_\_\_\_\_

**QUANTITY OF WORK**  
Produces appropriate volume, pace and effort.

5                      4                      3                      2                      1                      N/A

Comments: \_\_\_\_\_

**OVERALL COMPETENCE**  
Applies experience and training.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**Comments:**

**COMPETENCE**

Applies programming skills appropriate to job requirements.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**Comments:**

**COMPETENCE**

Applies database skills appropriate to job requirements.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**Comments:**

**COMPETENCE**

Applies networking and system administration skills appropriate to job requirements.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**Comments:**

**COMPETENCE**

Applies web and interactive media skills appropriate to job requirements.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**Comments:**

<b>ABILITY TO LEARN</b> Grasps and retains new skills and concepts.					
5	4	3	2	1	N/A
<b>Comments:</b>					

<b>INITIATIVE</b> Originates ideas and seeks new responsibilities.					
5	4	3	2	1	N/A
<b>Comments:</b>					

<b>RELIABILITY</b> Dependable, punctual, attended all meetings and tasks on time.					
5	4	3	2	1	N/A
<b>Comments:</b>					

<b>ATTITUDE</b> Willingness to accept instructions and assignments, takes responsibilities for tasks and meets deadlines.					
5	4	3	2	1	N/A
<b>Comments:</b>					

**PERSONAL RELATIONS AND COLLABORATIONS**

Ability to work effectively with clients and in teams.

5

4

3

2

1

N/A

**Comments:**

**COMMUNICATION SKILLS**

Effective written and verbal communication.

5

4

3

2

1

N/A

**Comments:**

**CONFLICT RESOLUTION**

Demonstrated ability to overcome conflict and any interpersonal problems in order to accomplish goals and objectives.

5

4

3

2

1

N/A

**Comments:**

**SELF-AWARENESS**

The ability to understand own strengths and weaknesses and receive feedback.

5

4

3

2

1

N/A

**Comments:**

**ETHICS**  
Demonstrates ethical and professional behavior.

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
<b>Comments:</b>					

**MOTIVATIONAL LEVEL**  
Please mark one choice.

	<b>High interest, very enthusiastic</b>
	<b>Satisfactory interest and enthusiasm</b>
	<b>Little interest or enthusiasm</b>

**OVERALL PERFORMANCE**

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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**ADDITIONAL COMMENTS:**

**STUDENT'S STRENGTHS:** \_\_\_\_\_

**RECOMMENDED AREAS FOR IMPROVEMENT:** \_\_\_\_\_

**LEADERSHIP POTENTIAL:**

YES     NO

**IF AN APPROPRIATE POSITION WAS AVAILABLE, WOULD YOU OFFER A REGULAR EMPLOYMENT POSITION TO THIS STUDENT UPON GRADUATION?**

YES     NO

**EVALUATOR'S NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

*By signing this document, I acknowledge that the information in this document is collected for the purpose of grading students' co-op and completing the degree requirements at RIT Croatia and that the data from this file will be shared with RIT, NY.*

**COMPANY STAMP:**

**DATE:** \_\_\_\_\_